

MAR 27 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Recommended Logistics Training for Administrative Personnel

1. This memorandum contains a recommendation submitted for DD/S consideration. Such recommendation is contained in paragraph 4.

2. The Logistics Support Course was originally planned to train logistics personnel for field assignments. However, the course has been made available for all Agency personnel requiring logistics training and not strictly limited to Office of Logistics personnel.

3. The following chart shows the breakdown of Logistics and non-Logistics personnel who have been enrolled in the course during three (3) years of operation (12 courses):

<u>No. of Students</u>	<u>Percent</u>	<u>Type of Personnel</u>
137	80.1	Logistics personnel-civilian and military.
10	5.8	Commo personnel engaged in part-time or full-time Logistics work.
8	4.7	OTR personnel (mainly support personnel).
4	2.4	Medical administrative personnel.
4	2.4	Other administrative personnel.
3	1.7	Administrative J. O. T.'s.
5	2.9	Personnel from other components of the Agency.
171		TOTAL number of Students.

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4. Since logistics responsibilities are an integral part of field station administration, it is recommended:

a. That all administrative personnel going to the field, who have not attended the Logistics Support Course, either receive appropriate logistics training and orientation or attend the Logistics Support Course prior to their departure.

b. That the type of logistics training required for field assigned administrative personnel would be governed by the following factors:

- (1) Previous logistics experience and training.
- (2) Size of the installation to which they are being assigned.
- (3) Extent of logistics responsibilities at the station.
- (4) Grade level of the position.

c. That attendance in the Logistics Support Course be a mandatory requirement for administrative personnel who have had no previous Logistics experience.

d. That an established quota system of three (3) administrative personnel be set up for each successive Logistics Support Course, irrespective of any contemplated overseas assignment.

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JAMES A. GARRISON
Director of Logistics

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